

Skillsoft Course Catalog

Desktop Collection

We improve the performance of organizations by improving the performance of their people.

February 2018

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DESKTOP COMPUTER SKILLS

APPLE MAC OS X

■ Mac OS X Lion for End Users

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Using Mac OS X Lion to Interact with the WorldSkillsoft Course
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■ Getting Started with Mac OS X Yosemite

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■ Mac OS X Yosemite Essentials

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DESKTOP COMPUTER SKILLS

APPLE SAFARI X

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Sharing Content and Browsing the Web Privately and Securely using Safari
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■ Safari 10 for End Users

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Safari 10: Saving, Bookmarking & Sharing Websites
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Safari 10: Browsing Securely & Safely
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DESKTOP COMPUTER SKILLS

BEST PRACTICES FOR DESKTOP USERS

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IT Security for End Users: Using Corporate Devices Securely
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IT Security for End Users: Secure Corporate Communications and Networking
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DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2016

■ Office 2016 First Look

Microsoft Office 2016: First Look Modern Productivity
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Microsoft Office 2016: First Look Functionality and Collaboration
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■ Microsoft Office 2016: Beginning PowerPoint

Introduction to the PowerPoint 2016 Interface and Basic Tasks
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Modifying and Formatting Slides in PowerPoint 2016
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DESKTOP SKILLS COURSEWARE

Working with Graphic, Audio, and Video Content in PowerPoint 2016
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■ Microsoft Office 2016: Intermediate PowerPoint

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Advanced Table Customization in Word 2016
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Formatting Excel 2016 Data
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Working with Excel 2016 Data
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Macros and Advanced Queries in Excel 2016
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■ Microsoft Office 2016: Beginning Outlook

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Managing Conversations and E-mail in Outlook 2016
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■ Microsoft Office 2016: Beginning Access

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■ Microsoft Office 2016: Beginning OneNote

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■ Microsoft Office 2016: Beginning Project

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Microsoft Word 2016 for iPad: Using Collaboration Tools
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Microsoft Outlook for Web: Contact Tools	Skillssoft Course
Microsoft Outlook for Web: Calendar Tools	Skillssoft Course
Microsoft Outlook for Web: Configuring the App	Skillssoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE FOR MAC 2016

■ Microsoft Office for Mac 2016 - Excel

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Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks	Skillssoft Course
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Microsoft OneNote 2016 for Mac: Working with Notebooks	Skillssoft Course
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Microsoft Outlook 2016 for Mac: Organizing Email	Skillssoft Course
Microsoft Outlook 2016 for Mac: Using the Contact Tools	Skillssoft Course
Microsoft Outlook 2016 for Mac: Using the Calendar Tools	Skillssoft Course
Microsoft Outlook 2016 for Mac: Configuring the Client	Skillssoft Course

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Microsoft PowerPoint 2016 for Mac: Illustrating your PresentationSkillsoft Course
Microsoft PowerPoint 2016 for Mac: Creating Graphics & Diagrams in Your PresentationSkillsoft Course
Microsoft PowerPoint 2016 for Mac: Organizing your Presentation AssetsSkillsoft Course
Microsoft PowerPoint 2016 for Mac: Adding Animation to your PresentationSkillsoft Course
Microsoft PowerPoint 2016 for Mac: Preparing and Delivering your SlideshowSkillsoft Course

■ Microsoft Office for Mac 2016 - Word

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Microsoft Word 2016 for Mac: Creating Forms and Bulk MailingsSkillsoft Course
Microsoft Word 2016 for Mac: Using Sharing and Collaboration ToolsSkillsoft Course

Microsoft Word 2016 for Mac: Configuring the ApplicationSkillsoft Course
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Microsoft Outlook 2016 for iPad: Sign-in and SetupSkillsoft Course
Microsoft Outlook 2016 for iPad: Working with EmailSkillsoft Course
Microsoft Outlook 2016 for iPad: Organizing EmailSkillsoft Course
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DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE SWAY

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DESKTOP COMPUTER SKILLS

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Mail Automation, Cleanup, and Storage in Outlook 2013
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Configuring Lists, Libraries, E-mail, and Announcements
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Advanced Table Customization in Word 2013
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Inserting and Formatting Graphics in Word 2013 (Update Avail.)
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Inserting and Formatting Graphics in Word 2013
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Navigating and Reviewing Documents in Word 2013
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Reference Tools and Mail Merge in Word 2013
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Adjusting Document Views and Customizing the Appearance of Word 2013
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Sharing and Collaboration in Word 2013
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■ Microsoft Office 2013: Beginning Excel

Creating Workbooks, Worksheets, and Data in Excel 2013
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Formatting Cells and Worksheets in Excel 2013
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Formatting Data in Excel 2013
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Presenting Data using Conditional Formatting and Sparklines in Excel 2013
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Performing Calculations Using Functions in Excel 2013
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Presenting Data in Tables and Charts in Excel 2013
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■ Microsoft Office 2013: Beginning Outlook

Working with E-mail in Outlook 2013
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Managing E-mail in Outlook 2013
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Working with Contacts in Outlook 2013
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Scheduling with Appointments, Events, and Tasks in Outlook 2013
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Working with Meetings in Outlook 2013
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■ Microsoft Office 2013: Beginning PowerPoint

Creating Presentations in PowerPoint 2013
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Enhancing PowerPoint 2013 Presentations
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■ Microsoft Office 2013: SharePoint for End Users

Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
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My Site and Social Features in SharePoint 2013
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Community Sites, Search, and Office Integration in SharePoint 2013
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■ Microsoft OneNote 2013

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Getting Started with Microsoft OneNote 2013
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Working With and Sharing Content in Microsoft OneNote 2013
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OneNote 2013 Integration with Other Microsoft Applications
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■ Microsoft Lync 2013

Microsoft Lync 2013
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■ Skype for Business

Skype for Business: New Features, Profile, and Contacts
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Skype for Business: Calls, IMs, and Meeting features
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Skype for Business: Sharing, Collaboration, and Video Calls
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DESKTOP SKILLS COURSEWARE

■ **Managing Projects with Microsoft Project 2013**

Setting Up a Project in Microsoft Project 2013Skillsoft Course
Creating a Task-Based Schedule in Microsoft Project 2013Skillsoft Course
Managing Resources and Assignments in Microsoft Project 2013Skillsoft Course
Tracking and Analyzing Projects Using Microsoft Project 2013Skillsoft Course
Communicating Project Information Using Microsoft Project 2013Skillsoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2010

■ **Microsoft Office 2010: New Features**

Office 2010 New Core FeaturesSkillsoft Course
New Messaging and Collaboration Features in Office 2010Skillsoft Course
Office 2010 Web Apps and New Features in Publisher and MobileSkillsoft Course

■ **Microsoft Office 2010 New Features for Users Migrating from Office 2003**

The New Office 2010 Interface, Word 2010, and Excel 2010Skillsoft Course
Outlook 2010 and Collaboration in Office 2010Skillsoft Course
New Features for PowerPoint, Publisher, and Access in Office 2010Skillsoft Course

■ **Microsoft Office 2010: Beginning Word**

Getting Started with Word 2010Skillsoft Course
Formatting and Working with Text in Word 2010Skillsoft Course
Organizing and Arranging Text in Word 2010Skillsoft Course

Moving Around in Word 2010Skillsoft Course
Structuring Word 2010 DocumentsSkillsoft Course
Reviewing Documents in Word 2010Skillsoft Course
Saving, Sharing, and Printing in Word 2010Skillsoft Course
Customizing the Behavior and Appearance of Word 2010Skillsoft Course
Drawing and Inserting Graphics in Word 2010Skillsoft Course

■ **Microsoft SharePoint 2010: New Features for End Users**

SharePoint 2010 New Features for End UsersSkillsoft Course
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■ **Microsoft SharePoint 2010 for End Users**

Getting Started with SharePoint 2010Skillsoft Course
Using SharePoint 2010 with Office 2010Skillsoft Course

■ **Microsoft SharePoint 2010: New Features for Power Users**

Microsoft SharePoint 2010: New Features for Power UsersSkillsoft Course
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■ **Microsoft SharePoint 2010 for Power Users**

Managing SharePoint 2010 Sites, Lists, and LibrariesSkillsoft Course
Managing SharePoint 2010 Pages and ComponentsSkillsoft Course
SharePoint 2010 Security and Business IntelligenceSkillsoft Course

■ **Microsoft Office 2010: Beginning Excel**

Getting Started with Excel 2010Skillsoft Course
Applying Basic Data Formatting in Excel 2010Skillsoft Course
Moving and Getting Around in Excel 2010Skillsoft Course
Moving Data and Modifying Worksheets in Excel 2010Skillsoft Course

DESKTOP SKILLS COURSEWARE

Saving, Sending, and Printing Excel 2010 WorkbooksSkillsoft Course
Using Conditional Formatting, Tables, and Sparklines in Excel 2010Skillsoft Course
Reviewing and Protecting Content in Excel 2010Skillsoft Course
Using Basic Formulas in Excel 2010Skillsoft Course
Using Basic Functions with Excel 2010Skillsoft Course
Inserting Basic Charts in Excel 2010Skillsoft Course
Adding Visuals, Themes, and Styles to Excel 2010 WorkbooksSkillsoft Course

■ Microsoft Office 2010: Beginning Outlook

Getting Started with Outlook 2010Skillsoft Course
Managing Conversations and Organizing E-mail in Outlook 2010Skillsoft Course
Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010Skillsoft Course
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010Skillsoft Course
Managing Meetings and Customizing the Calendar in Outlook 2010Skillsoft Course
Outlook 2010 Social Connector and MessagingSkillsoft Course
Working with Contacts in Outlook 2010Skillsoft Course
Using the Tasks, Notes, and Journal Features in Outlook 2010Skillsoft Course

■ Microsoft Office 2010: Advanced Word

Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010Skillsoft Course
Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010Skillsoft Course
Forms, Fields, and Mail Merge in Word 2010Skillsoft Course
Managing, Inspecting, and Recovering Word 2010 DocumentsSkillsoft Course

Creating and Formatting Tables in Word 2010Skillsoft Course
Manipulating Tables in Word 2010Skillsoft Course
Embedding Charts and Tables into Word 2010Skillsoft Course

■ Microsoft Office 2010: Advanced Excel

Customizing Visual Elements in Excel 2010Skillsoft Course
Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010Skillsoft Course
Organizing Data and Objects in Excel 2010Skillsoft Course
Verifying Excel 2010 Data and FormulasSkillsoft Course
Automating Excel 2010 Tasks Using MacrosSkillsoft Course
Analyzing Data with What-if Analysis in Excel 2010Skillsoft Course
PivotTables and PivotCharts in Excel 2010Skillsoft Course
PivotTable Filters, Calculations, and PowerPivotSkillsoft Course

■ Microsoft Office 2010: Advanced Outlook

Formatting E-mail and Configuring Message Options in Outlook 2010Skillsoft Course
Customizing Outlook 2010 and Managing AccountsSkillsoft Course
Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010Skillsoft Course
Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010Skillsoft Course
Data Files, Archiving, and Send/Receive Groups in Outlook 2010Skillsoft Course
Implementing Security with Outlook 2010Skillsoft Course
Accessing Exchange Remotely and Using Forms in Outlook 2010Skillsoft Course

■ Microsoft Office 2010: Beginning PowerPoint

Getting Started with PowerPoint 2010Skillsoft Course
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DESKTOP SKILLS COURSEWARE

Visually Enhancing PowerPoint 2010 Presentations
.....Skillsoft Course

Adding Images to Presentations in PowerPoint 2010
.....Skillsoft Course

Using Multimedia and Animations in PowerPoint 2010
.....Skillsoft Course

■ Microsoft Office 2010: Advanced PowerPoint

Using Advanced Slide Show Tools in PowerPoint 2010
.....Skillsoft Course

Collaborating and Sharing Presentations in PowerPoint 2010
.....Skillsoft Course

■ Microsoft Office 2010: Beginning Access

Getting Started with Access 2010
.....Skillsoft Course

Creating Basic Tables in Access 2010
.....Skillsoft Course

Data Manipulation and Simple Relationships in Access 2010
.....Skillsoft Course

Introduction to Forms in Access 2010
.....Skillsoft Course

Modifying Basic Forms in Access 2010
.....Skillsoft Course

Introduction to Queries in Access 2010
.....Skillsoft Course

Introduction to Reports in Access 2010
.....Skillsoft Course

■ Microsoft Office 2010: Beginning Project

Introduction to Project Management using Project 2010
.....Skillsoft Course

Introduction to Project 2010
.....Skillsoft Course

Initializing a Project with Project 2010
.....Skillsoft Course

Defining Project Properties in Project 2010
.....Skillsoft Course

Building a Schedule with Project 2010
.....Skillsoft Course

Creating Resources in Project 2010
.....Skillsoft Course

Managing Resource Assignments with Project 2010
.....Skillsoft Course

Monitoring Schedule Performance with Project 2010
.....Skillsoft Course

Communicating Project Information with Project 2010
.....Skillsoft Course

■ Microsoft Office 2010: Advanced Access

Advanced Importing and Exporting with Access 2010
.....Skillsoft Course

PivotTables and PivotCharts in Access 2010
.....Skillsoft Course

Retrieving, Validating, and Attaching Data in Access 2010
.....Skillsoft Course

Subforms, Subreports, and Conditional Formatting in Access 2010
.....Skillsoft Course

Joins, SQL, and Action Queries in Access 2010
.....Skillsoft Course

Using Access 2010 with SharePoint and Access Services
.....Skillsoft Course

Access 2010 Macros and VBA
.....Skillsoft Course

Optimizing, Securing, and Sharing Access 2010 Databases
.....Skillsoft Course

■ Microsoft Office 2010: Power User Excel

Sharing Excel 2010 Workbooks Online and on a Network
.....Skillsoft Course

Using Excel 2010 to Collaborate Online and with Other Office Applications
.....Skillsoft Course

Using Lookup, Reference, Math, and Text Functions in Excel 2010
.....Skillsoft Course

Manipulating Formulas and Using Forms in Excel 2010
.....Skillsoft Course

Using Excel 2010 Data Connections: Web Queries, XML, and Databases
.....Skillsoft Course

■ Microsoft Office 2010: Advanced Project

Advanced Customizing with Project 2010
.....Skillsoft Course

Advanced Tools for Managing Multiple Projects with Project 2010
.....Skillsoft Course

Advanced Resource Management with Project 2010
.....Skillsoft Course

Advanced Scheduling Management with Project 2010
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

Advanced Reporting and Management Tools in Project 2010
.....Skillsoft Course

■ Microsoft Office 2010: Beginning Visio

Getting Started with Visio 2010
.....Skillsoft Course
Working with Diagrams in Visio 2010
.....Skillsoft Course
Collaboration, Evaluation and Printing in Visio 2010
.....Skillsoft Course

■ Microsoft OneNote 2010 for End Users

Microsoft Office 2010: Managing Information with OneNote
.....Skillsoft Course
Microsoft Office 2010: Sharing Information with OneNote
.....Skillsoft Course

■ Microsoft Office 2010: Lync for End Users

Microsoft Office 2010: Getting Started with Lync
.....Skillsoft Course
Microsoft Office 2010: Lync Meetings, Calls, Sharing and Collaboration
.....Skillsoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE FOR MAC 2011

■ Microsoft Office: Beginning Word for Mac 2011

Microsoft Word for Mac 2011: Getting Started
.....Skillsoft Course
Microsoft Word for Mac 2011: Formatting and Working with Text
.....Skillsoft Course
Microsoft Word for Mac 2011: Structuring and Organizing Documents
.....Skillsoft Course
Microsoft Word for Mac 2011: Moving Around a Document
.....Skillsoft Course
Microsoft Word for Mac 2011: Adding and Formatting Images
.....Skillsoft Course

Microsoft Word for Mac 2011: Creating and Formatting Tables
.....Skillsoft Course
Microsoft Word for Mac 2011: Saving, Printing, and Spellchecking
.....Skillsoft Course

■ Microsoft Office: Beginning Excel for Mac 2011

Microsoft Excel for Mac 2011: Getting Started
.....Skillsoft Course
Microsoft Excel for Mac 2011: Applying Basic Data Formatting
.....Skillsoft Course
Microsoft Excel for Mac 2011: Navigating the Interface and Viewing Workbooks
.....Skillsoft Course
Microsoft Excel for Mac 2011: Moving Data and Modifying Worksheets
.....Skillsoft Course
Microsoft Excel for Mac 2011: Using Basic Formulas
.....Skillsoft Course
Microsoft Excel for Mac 2011: Using Basic Functions
.....Skillsoft Course
Microsoft Excel for Mac 2011: Inserting Basic Charts
.....Skillsoft Course
Microsoft Excel for Mac 2011: Saving, Sending, and Printing Workbooks
.....Skillsoft Course

■ Microsoft Office: Beginning Outlook for Mac 2011

Microsoft Outlook for Mac 2011: Getting Started
.....Skillsoft Course
Microsoft Outlook for Mac 2011: Managing Conversations and E-mail
.....Skillsoft Course
Microsoft Outlook for Mac 2011: Mastering E-mail
.....Skillsoft Course
Microsoft Outlook for Mac 2011: Scheduling with the Calendar
.....Skillsoft Course
Microsoft Outlook for Mac 2011: Managing Contacts
.....Skillsoft Course
Moving Beyond E-mail to Maximize Microsoft Outlook's Potential
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

■ Microsoft Office: Beginning PowerPoint for Mac 2011

Microsoft PowerPoint for Mac 2011: Getting Started
.....Skillsoft Course

Microsoft PowerPoint for Mac 2011: Adding Simple Presentation Enhancements
.....Skillsoft Course

Microsoft PowerPoint for Mac 2011: Using Media Files in a Presentation
.....Skillsoft Course

Microsoft PowerPoint for Mac 2011: Animations and Presentation Tools
.....Skillsoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 2007

■ Microsoft Office 2007: Beginning Word

Getting Started with Word 2007
.....Skillsoft Course

Working with Text and Paragraphs in Word 2007
.....Skillsoft Course

Structuring, Editing, Saving, and Opening Documents in Word 2007
.....Skillsoft Course

Printing, Help, and Automated Formatting in Word 2007
.....Skillsoft Course

Working with Documents in Word 2007
.....Skillsoft Course

■ Microsoft Office 2007: Beginning Outlook

Getting Started with Outlook 2007
.....Skillsoft Course

Formatting and Managing E-mail in Outlook 2007
.....Skillsoft Course

Using the Calendar in Outlook 2007
.....Skillsoft Course

Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
.....Skillsoft Course

Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007
.....Skillsoft Course

■ Microsoft Office 2007: Advanced Word

Advanced Formatting in Word 2007
.....Skillsoft Course

Advanced Document Navigation and Document Reviews in Word 2007
.....Skillsoft Course

Using Tables, Charts, and Graphics in Word 2007
.....Skillsoft Course

■ Microsoft Office 2007: Advanced Outlook

Customizing Outlook 2007 and Using the Journal
.....Skillsoft Course

Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
.....Skillsoft Course

Working with SharePoint, Calendars, and Forms in Outlook 2007
.....Skillsoft Course

■ Microsoft Office 2007: Beginning Excel

Getting Started with Excel 2007
.....Skillsoft Course

Manipulating and Formatting Data and Worksheets in Excel 2007
.....Skillsoft Course

Reviewing and Printing in Excel 2007
.....Skillsoft Course

Excel 2007 Formulas and Functions
.....Skillsoft Course

Excel 2007 Charts, Pictures, Themes, and Styles
.....Skillsoft Course

■ Microsoft Office 2007: Advanced Excel

Advanced Formatting in Excel 2007
.....Skillsoft Course

Advanced Data Management in Excel 2007
.....Skillsoft Course

Advanced Customization in Excel 2007
.....Skillsoft Course

■ Microsoft Office 2007: Word for the Power User

Advanced Data Manipulation Features in Word 2007
.....Skillsoft Course

Advanced Document Features in Word 2007
.....Skillsoft Course

Collaborative Features in Word 2007
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

■ Microsoft Office 2007: Beginning PowerPoint

- Getting Started with PowerPoint 2007
.....Skillsoft Course
- Adding Graphics to Presentations in PowerPoint 2007
.....Skillsoft Course
- Adding Multimedia and Animations to Presentations in PowerPoint 2007
.....Skillsoft Course

■ Microsoft Office 2007: Excel for the Power User

- Analyzing Data in Excel 2007
.....Skillsoft Course
- Protecting and Sharing Excel 2007 Workbooks
.....Skillsoft Course
- Exchanging Data with Excel 2007
.....Skillsoft Course

■ Microsoft Office 2007: Advanced PowerPoint

- Creating Custom Slide Shows in PowerPoint 2007
.....Skillsoft Course
- Distributing Presentations in PowerPoint 2007
.....Skillsoft Course

■ Microsoft Office 2007: Beginning Access

- Getting Started with Access 2007
.....Skillsoft Course
- Basic Access 2007 Tables
.....Skillsoft Course
- Basic Access 2007 Forms
.....Skillsoft Course
- Queries and Reports in Access 2007
.....Skillsoft Course

■ Microsoft Office 2007: Beginning Project

- Creating and Designing a Project with Project 2007
.....Skillsoft Course
- Specifying and Assigning Resources in Project 2007
.....Skillsoft Course
- Tracking and Reporting Progress with Project 2007
.....Skillsoft Course

■ Microsoft Office 2007: Advanced Project

- Advanced Customization with MS Project 2007
.....Skillsoft Course

- Project Data Management and Performance with MS Project 2007
.....Skillsoft Course

■ Microsoft Office 2007: Collaborating, Communicating, and Sharing Information

- Microsoft Office 2007: Collaborating with Groove and Communicator
.....Skillsoft Course
- Microsoft Office 2007: Sharing Information with OneNote 2007
.....Skillsoft Course

■ Microsoft Office 2007: Advanced Access

- Importing and Exporting Data and Data Presentation in Access 2007
.....Skillsoft Course
- Advanced Data Management in Access 2007
.....Skillsoft Course

■ Microsoft Office 2007: Publisher

- Creating Customized Publications with Publisher 2007
.....Skillsoft Course
- Extending Publisher 2007 Beyond Publications
.....Skillsoft Course

■ Microsoft Office 2007: Outlook for the Power User

- Data Security, Archiving, and Working Offline in Outlook 2007
.....Skillsoft Course
- Instant, Text, and Unified Messaging in Outlook 2007
.....Skillsoft Course
- Business Contact Manager with Outlook 2007
.....Skillsoft Course

■ Microsoft Office 2007: Access for the Power User

- Programmability and Administration in Access 2007
.....Skillsoft Course
- Database Administration in Access 2007
.....Skillsoft Course

■ Microsoft Office 2007: Beginning Visio

- Creating Visio 2007 Diagrams
.....Skillsoft Course
- Enhancing and Customizing Diagrams in Visio 2007
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

Collaborating and Using Visio 2007 With Other Programs
.....Skillsoft Course

■ Microsoft Office 2007: Outlook Web Access

Using Outlook Web Access 2007
.....Skillsoft Course
Outlook Web Access 2007 Advanced Features
.....Skillsoft Course

■ Microsoft Office Live Meeting 2007 for End Users

Attending a Microsoft Office 2007 Live Meeting
.....Skillsoft Course
Hosting a Microsoft Office 2007 Live Meeting
.....Skillsoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT OFFICE 365

■ Microsoft Office Online and Office 365

Introducing Microsoft Office Online for Personal Use
.....Skillsoft Course
Introducing Microsoft Office 365 Applications
.....Skillsoft Course

■ Microsoft Office 365

Microsoft Office 365: Applications
.....Skillsoft Course
Microsoft Office 365: Document Management
.....Skillsoft Course

■ Microsoft Office 365 for Advanced Business Users

Microsoft Office 365 for Advanced Business Users: Portal Enhancements
.....Skillsoft Course
Microsoft Office 365 for Advanced Business Users: Clutter and Compliance
.....Skillsoft Course
Microsoft Office 365 for Advanced Business Users: IT Management Controls
.....Skillsoft Course
Microsoft Office 365 for Advanced Business Users: New Presentation Features
.....Skillsoft Course

■ Office 365: Delve

Microsoft Office 365 Delve: Using Boards to Organize Documents
.....Skillsoft Course

■ Office 365: Teams

Microsoft Office 365 Teams: Sign-in and Setup
.....Skillsoft Course
Microsoft Office 365 Teams: Teams and Channels
.....Skillsoft Course
Microsoft Office 365 Teams: Conversation Tools
.....Skillsoft Course
Microsoft Office 365 Teams: Creating, Finding, and Sharing Information
.....Skillsoft Course
Microsoft Office 365 Teams: Call and Meeting Tools
.....Skillsoft Course

■ Office 365: Groups

Microsoft Office 365 Groups: Group Communication
.....Skillsoft Course
Microsoft Office 365 Groups: Group Calendar Management
.....Skillsoft Course
Microsoft Office 365 Groups: Group Applications
.....Skillsoft Course

■ Office 365: Stream

Microsoft Office 365 Stream: Finding & Watching Videos
.....Skillsoft Course
Microsoft Office 365 Stream: Publishing Videos & Using Channels
.....Skillsoft Course

■ Office 365: Yammer

Office 365 Yammer: Setting Up
.....Skillsoft Course
Office 365 Yammer: Posting & Reacting to Status Updates
.....Skillsoft Course
Office 365 Yammer: Using Groups
.....Skillsoft Course
Office 365 Yammer: Collaborating & Communicating
.....Skillsoft Course
Office 365 Yammer: Configuring Networks
.....Skillsoft Course

DESKTOP COMPUTER SKILLS

DESKTOP SKILLS COURSEWARE

MICROSOFT WINDOWS 10

■ Microsoft Windows 10 End User

Microsoft Windows 10 End User: Signing In and First ViewSkillsoft Course
Microsoft Windows 10 End User: Hardware, Software, and Security SettingsSkillsoft Course
Microsoft Windows 10 End User: Customizing Windows 10Skillsoft Course
Microsoft Windows 10 End User: New FeaturesSkillsoft Course
Microsoft Windows 10 End User: Browsing with EdgeSkillsoft Course
Microsoft Windows 10 End User: CortanaSkillsoft Course

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MICROSOFT WINDOWS 8

■ Microsoft Windows 8: End User

Windows 8: New Features and Common TasksSkillsoft Course
Files and Connectivity in Windows 8Skillsoft Course
Personalizing Windows 8Skillsoft Course
Working with Apps in Windows 8Skillsoft Course
Internet Explorer 10, File Sharing, and Recovery in Windows 8Skillsoft Course
Managing Hardware and Advanced Options in Windows 8Skillsoft Course

■ Microsoft Windows 8.1: End User

New Features and Common Tasks in Windows 8.1Skillsoft Course
Organizing Files and Searching for Items in Windows 8.1Skillsoft Course
Getting Online, Sharing, and Using SkyDrive in Windows 8.1Skillsoft Course
Personalizing Windows 8.1Skillsoft Course

Working with Apps in Windows 8.1Skillsoft Course
Managing Hardware and Advanced Options in Windows 8.1Skillsoft Course

■ Microsoft Windows 8.1 Update 1: End User

Windows 8.1 Update 1: Navigating the UISkillsoft Course
Windows 8.1 Update 1: Working with Files and AppsSkillsoft Course
Windows 8.1 Update 1: Windows Management and Customization FeaturesSkillsoft Course

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MICROSOFT WINDOWS 7

■ Microsoft Windows 7: First Look for End Users

Microsoft Windows 7: First Look for End UsersSkillsoft Course
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■ Microsoft Windows 7: End User

Getting Started with Windows 7Skillsoft Course
Setting up and Securing Windows 7Skillsoft Course
Customizing Windows 7Skillsoft Course

DESKTOP COMPUTER SKILLS

MICROSOFT INTERNET EXPLORER 11

■ Using Internet Explorer 11

Using Internet Explorer 11: Exploring the InterfaceSkillsoft Course
Using Internet Explorer 11: Efficient BrowsingSkillsoft Course
Using Internet Explorer 11: Working with Web Content, RSS Feeds, and DownloadsSkillsoft Course
Using Internet Explorer 11: Accessibility and User PreferencesSkillsoft Course

DESKTOP SKILLS COURSEWARE

Using Internet Explorer 11: Securing the EnvironmentSkillsoft Course
Using Internet Explorer 11: Security ConsiderationsSkillsoft Course

DESKTOP COMPUTER SKILLS

GOOGLE

■ Google Apps Fundamentals

Google Apps: Google DriveSkillsoft Course
Google Apps: Gmail and CalendarSkillsoft Course
Google Apps: Docs and SheetsSkillsoft Course
Google Apps: Slides, Sites, and Google+Skillsoft Course

■ Google Analytics

Google Analytics Fundamentals and Data CollectionSkillsoft Course
Google Analytics ReportsSkillsoft Course
Google Conversions and TagsSkillsoft Course
Analytics APIs and ToolsSkillsoft Course

■ Google Drawings

Google Drawings: Creating & Sharing DrawingsSkillsoft Course
Google Drawings: Using Drawing ToolsSkillsoft Course
Google Drawings: Adding Text to DrawingsSkillsoft Course

■ Google Keep

Google Keep: Google Keep on the WebSkillsoft Course
Google Keep for AndroidSkillsoft Course

■ Google Photos

Google Photos: Sign-in & NavigationSkillsoft Course
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Google Photos: Uploading & Editing PhotosSkillsoft Course
Google Photos: Creating Albums & SlideshowsSkillsoft Course
Google Photos for AndroidSkillsoft Course
Google Photos for iOSSkillsoft Course

DESKTOP COMPUTER SKILLS

SOCIAL NETWORKING

■ Yammer for Business Users

Yammer for Business Users: Using YammerSkillsoft Course
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■ Getting the Most from Social Networking

Social Networking FundamentalsSkillsoft Course
Social Networking Services, Strategy, and ManagementSkillsoft Course

■ Buffer for Business Users

Buffer: Sign-in & Account CreationSkillsoft Course
Buffer: Managing Social Media ActivitySkillsoft Course

■ Flickr for End Users

Flickr: Sign-in & SetupSkillsoft Course
Flickr: Photo Storage ToolsSkillsoft Course
Flickr: Organizing Photos & Creating AlbumsSkillsoft Course
Flickr: Editing PhotosSkillsoft Course
Flickr: Interacting with the CommunitySkillsoft Course

DESKTOP COMPUTER SKILLS

MOBILE DEVICES

DESKTOP SKILLS COURSEWARE

■ Getting Started with iOS 8 for iPad

Introducing iOS 8 for iPad
.....Skillsoft Course

■ Getting Started with iOS 8 for iPhone

Introducing iOS 8 for iPhone
.....Skillsoft Course

■ Windows 10 Mobile for End Users

Microsoft Windows 10 Mobile: Windows Mobile Devices
.....Skillsoft Course

Microsoft Windows 10 Mobile: Managing Windows
Mobile Apps
.....Skillsoft Course

Microsoft Windows 10 Mobile: Email and
Communication Tools
.....Skillsoft Course

Microsoft Windows 10 Mobile: Calendar Tools
.....Skillsoft Course

Microsoft Windows 10 Mobile: Microsoft Edge on
Mobile Devices
.....Skillsoft Course

Microsoft Windows 10 Mobile: Camera and Photo Tools
.....Skillsoft Course

Microsoft Windows 10 Mobile: Listening to Music
.....Skillsoft Course

Microsoft Windows 10 Mobile: Getting and Sharing
Information
.....Skillsoft Course

Microsoft Windows 10 Mobile: The Maps Application
.....Skillsoft Course

Microsoft Windows 10 Mobile: Customizing Windows
Mobile Devices
.....Skillsoft Course

■ Android 6.0 for End Users

Android 6.0: Navigation & Setup
.....Skillsoft Course

Android 6.0: Installing & Managing Apps
.....Skillsoft Course

Android 6.0: Using Email
.....Skillsoft Course

Android 6.0: Managing Contacts
.....Skillsoft Course

Android 6.0: Managing Events & Alarms
.....Skillsoft Course

Android 6.0: Using Chrome
.....Skillsoft Course

Android 6.0: Using the Camera & Photo Tools
.....Skillsoft Course

Android 6.0: Retrieving & Sharing Information
.....Skillsoft Course

Android 6.0: Listening To Music
.....Skillsoft Course

Android 6.0: Configuring Devices
.....Skillsoft Course

■ Android 7.0 for End Users

Android 7.0: Navigation & Setup
.....Skillsoft Course

Android 7.0: Installing & Managing Apps
.....Skillsoft Course

Android 7.0: Using Email
.....Skillsoft Course

Android 7.0: Managing Contacts
.....Skillsoft Course

Android 7.0: Managing Events & Alarms
.....Skillsoft Course

Android 7.0: Using Chrome
.....Skillsoft Course

Android 7.0: Retrieving & Sharing Information
.....Skillsoft Course

Android 7.0: Using The Camera & Photo Tools
.....Skillsoft Course

■ iOS 10 for End Users

iOS 10: Setting Up & Using your iPad
.....Skillsoft Course

iOS 10: Installing & Managing your iPad Apps
.....Skillsoft Course

iOS 10: Using your iPad Communication Tools
.....Skillsoft Course

iOS 10: Using the iPad Notes & Calendar Tools
.....Skillsoft Course

iOS 10: Using Safari for iPad
.....Skillsoft Course

iOS 10: Using the iPad Camera & Photo Tools
.....Skillsoft Course

iOS 10: Listening to Music & Podcasts on your iPad
.....Skillsoft Course

iOS 10: Getting & Sharing Information With Your iPad
.....Skillsoft Course

iOS 10: Using the Maps Application
.....Skillsoft Course

iOS 10: Customizing your iPad Settings
.....Skillsoft Course

iOS 10: Protecting & Backing Up your Data
.....Skillsoft Course

iOS 10: Using iOS for iPhone
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

■ iOS 7 for End Users

iOS 7: Setup & NavigationSkillsoft Course
iOS 7: Installing & Working with iPad AppsSkillsoft Course
iOS 7: Communication ToolsSkillsoft Course
iOS 7: Notes & Calendar ToolsSkillsoft Course
iOS 7: Safari for iPadSkillsoft Course
iOS 7: iPads as Multimedia DevicesSkillsoft Course
iOS 7: Searching & SharingSkillsoft Course
iOS 7: Customizing SettingsSkillsoft Course
iOS 7: Protecting & Managing DataSkillsoft Course
iOS 7: iOS for iPhoneSkillsoft Course

■ iOS 9 for End Users

iOS 9: Setup & NavigationSkillsoft Course
iOS 9: Installing & Working with iPad AppsSkillsoft Course
iOS 9: Communication ToolsSkillsoft Course
iOS 9: Notes & Calendar ToolsSkillsoft Course
iOS 9: Safari for iPadSkillsoft Course
iOS 9: Camera & Photo ToolsSkillsoft Course
iOS 9: Music & PodcastsSkillsoft Course
iOS 9: Searching & SharingSkillsoft Course
iOS 9: Customizing SettingsSkillsoft Course
iOS 9: Protecting & Managing DataSkillsoft Course
iOS 9: iOS for iPhoneSkillsoft Course

■ Windows Phones 8.1 for End Users

Windows 8.1: Navigating & Setting Up a Windows Mobile DeviceSkillsoft Course
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Windows 8.1: Installing & Managing Windows Mobile AppsSkillsoft Course
Windows 8.1: Email ToolsSkillsoft Course
Windows 8.1: Calendar ToolsSkillsoft Course
Windows 8.1: Internet Explorer on a Mobile DeviceSkillsoft Course
Windows 8.1: Camera & Photo ToolsSkillsoft Course
Windows 8.1: Listening to MusicSkillsoft Course
Windows 8.1: Retrieving & Sharing InformationSkillsoft Course
Windows 8.1: The Maps ApplicationSkillsoft Course
Windows 8.1: Customizing a Windows Mobile DeviceSkillsoft Course

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SAP

■ SAP Business Suite 7 for End Users

SAP Enterprise Resource Planning (ERP)Skillsoft Course
SAP Customer Relationship Management (CRM)Skillsoft Course
SAP Product Lifecycle ManagementSkillsoft Course
SAP Supply Chain ManagementSkillsoft Course
SAP Supplier Relationship ManagementSkillsoft Course

■ SAP Business One for End Users

SAP Business One - Introduction for End UsersSkillsoft Course
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■ SAP Business Objects Business Intelligence

SAP BusinessObjects: OverviewSkillsoft Course
SAP BusinessObjects: Crystal ReportsSkillsoft Course
SAP BusinessObjects: Web IntelligenceSkillsoft Course

DESKTOP SKILLS COURSEWARE

SAP BusinessObjects: Dashboards and AnalyticsSkillsoft Course
SAP BusinessObjects: InfoViewSkillsoft Course
SAP BusinessObjects: Business IntelligenceSkillsoft Course

DESKTOP COMPUTER SKILLS

SEAGATE CRYSTAL REPORTS

■ Fundamentals of Crystal Reports 2011

Getting Started with Crystal Reports 2011Skillsoft Course
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DESKTOP COMPUTER SKILLS

SOCIAL NETWORKING TOOLS

■ YouTube for Web

YouTube for Web: Searching & Viewing VideosSkillsoft Course
YouTube for Web: Publishing Videos & Managing ChannelsSkillsoft Course
YouTube for Web: Creating & Editing VideosSkillsoft Course

■ LinkedIn for Web

LinkedIn for Web: Setting Up A ProfileSkillsoft Course
LinkedIn for Web: Managing Contacts & ConnectionsSkillsoft Course
LinkedIn for Web: Posting Updates & MessagesSkillsoft Course
LinkedIn for Web: Using Networking ToolsSkillsoft Course
LinkedIn for Web: Using GroupsSkillsoft Course
LinkedIn for Web: Configuring an AccountSkillsoft Course

■ Tumblr for Web

Tumblr for Web: Getting Started with BlogsSkillsoft Course
Tumblr for Web: Blog Authoring ToolsSkillsoft Course

Tumblr for Web: Finding BlogsSkillsoft Course
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■ Tumblr for Android

Tumblr for AndroidSkillsoft Course
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■ Tumblr for iOS

Tumblr for iOSSkillsoft Course
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DESKTOP COMPUTER SKILLS

FACEBOOK

■ Facebook for Web

Facebook for Web: Sign-in & SetupSkillsoft Course
Facebook for Web: Finding & Interacting with FriendsSkillsoft Course
Facebook for Web: Using the News FeedSkillsoft Course
Facebook for Web: Posting UpdatesSkillsoft Course
Facebook for Web: Photo ToolsSkillsoft Course
Facebook for Web: Group ToolsSkillsoft Course
Facebook for Web: Creating & Managing PagesSkillsoft Course
Facebook for Web: Creating & Organizing EventsSkillsoft Course
Facebook for Web: Private Communication ToolsSkillsoft Course
Facebook for Web: Privacy & Security SettingsSkillsoft Course

■ Facebook for iOS

Facebook for iPad: Sign-in & SetupSkillsoft Course
Facebook for iPad: Finding & Interacting with FriendsSkillsoft Course
Facebook for iPad: Using the News FeedSkillsoft Course
Facebook for iPad: Posting UpdatesSkillsoft Course
Facebook for iPad: Photo ToolsSkillsoft Course

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Facebook for iPad: Group ToolsSkillsoft Course
Facebook for iPad: Creating & Managing PagesSkillsoft Course
Facebook for iPad: Creating & Organizing EventsSkillsoft Course
Facebook for iPad: Privacy & Security SettingsSkillsoft Course

■ Facebook Messenger

Facebook Messenger: Sign-in & SetupSkillsoft Course
Facebook Messenger: Communication & ConnectionsSkillsoft Course
Facebook Messenger: Using Messenger on the WebSkillsoft Course

DESKTOP COMPUTER SKILLS

COLLABORATION TOOLS

■ Basecamp 2

Basecamp 2: Sign-in & SetupSkillsoft Course
Basecamp 2: Setting Up ProjectsSkillsoft Course
Basecamp 2: Tracking ProjectsSkillsoft Course
Basecamp 2: Managing Project Tasks & AssetsSkillsoft Course
Basecamp 2: Discussion & Collaboration ToolsSkillsoft Course

■ Basecamp 3

Basecamp 3: Signing In & Setting UpSkillsoft Course
Basecamp 3: Using the Team Communication ToolsSkillsoft Course
Basecamp 3: Setting Up & Tracking ProjectsSkillsoft Course
Basecamp 3: Managing your Project Tasks & AssetsSkillsoft Course
Basecamp 3: Using the Calendar ToolsSkillsoft Course
Using Basecamp 3 for iOSSkillsoft Course

■ Cisco Jabber 11.1 for Windows

Cisco Jabber 11.1 for Windows: Setting up the ClientSkillsoft Course
Cisco Jabber 11.1 for Windows: Adding & Organizing ContactsSkillsoft Course
Cisco Jabber 11.1 for Windows: Chat ToolsSkillsoft Course
Cisco Jabber 11.1 for Windows: Meeting ToolsSkillsoft Course

■ Cisco Jabber 11.8 for Windows

Cisco Jabber 11.8 for Windows: Setting Up the ClientSkillsoft Course
Cisco Jabber 11.8 for Windows: Adding & Organizing ContactsSkillsoft Course
Cisco Jabber 11.8 for Windows: Using the Chat & Voice ToolsSkillsoft Course
Cisco Jabber 11.8 for Windows: Using the Meeting ToolsSkillsoft Course

■ Cisco WebEx for Windows

Cisco WebEx for Windows: Sign-in & SetupSkillsoft Course
Cisco WebEx for Windows: Organizing & Hosting MeetingsSkillsoft Course
Cisco WebEx for Windows: Using Meeting ToolsSkillsoft Course

■ Convo

Convo: Sign-in & SetupSkillsoft Course
Convo: Communication ToolsSkillsoft Course
Convo: Working with GroupsSkillsoft Course
Convo: Creating, Finding, & Sharing InformationSkillsoft Course
Convo: Configuring ConvoSkillsoft Course
Convo: The Convo iOS AppSkillsoft Course

■ LogMeIn GoToMeeting

LogMeIn GoToMeeting: Sign-in & SetupSkillsoft Course
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DESKTOP SKILLS COURSEWARE

LogMeIn GoToMeeting: Organizing & Hosting Meetings
.....Skillsoft Course

■ LogMeIn GoToWebinar

LogMeIn GoToWebinar: Planning & Participating in
Webinars
.....Skillsoft Course

LogMeIn GoToWebinar: Managing Webinars
.....Skillsoft Course

DESKTOP COMPUTER SKILLS

PRODUCTIVITY TOOLS

■ Evernote 6

Evernote 6.0: Sign-in & Setup
.....Skillsoft Course

Evernote 6.0: Creating & Opening Notes
.....Skillsoft Course

Evernote 6.0: Structuring & Saving Notes
.....Skillsoft Course

Evernote 6.0: Formatting Notes
.....Skillsoft Course

Evernote 6.0: Illustrating Notes
.....Skillsoft Course

Evernote 6.0: Organizing Notes
.....Skillsoft Course

Evernote 6.0: Collaboration Tools
.....Skillsoft Course

■ Freemind 1.0.1

FreeMind 1.0.1: Using & Customizing the Interface
.....Skillsoft Course

FreeMind 1.0.1: Creating, Saving, & Exporting
Documents
.....Skillsoft Course

FreeMind 1.0.1: Building a Mind Map
.....Skillsoft Course

FreeMind 1.0.1: Formatting a Mind Map
.....Skillsoft Course

■ MindManager 2016

MindManager 2016: Working with the Interface
.....Skillsoft Course

MindManager 2016: Creating, Saving & Exporting
Documents
.....Skillsoft Course

MindManager 2016: Adding Text to Mind Maps
.....Skillsoft Course

MindManager 2016: Illustrating Mind Maps
.....Skillsoft Course

MindManager 2016: Adding Tables, Charts, & Data to
Mind Maps
.....Skillsoft Course

MindManager 2016: Adding Markers & Tags to Mind
Maps
.....Skillsoft Course

MindManager 2016: Using the Project Management
Tools
.....Skillsoft Course

MindManager 2016: Using Topics in Mind Maps
.....Skillsoft Course

MindManager 2016: Formatting Mind Maps
.....Skillsoft Course

MindManager 2016: Presenting Mind Maps
.....Skillsoft Course

■ Pocket for Web

Pocket for Web: Storing & Sharing Articles
.....Skillsoft Course

■ Salesforce Lightning

Salesforce Lightning: Sign-in & Setup
.....Skillsoft Course

Salesforce Lightning: Leads, Opportunities, & Accounts
.....Skillsoft Course

Salesforce Lightning: Keeping Track of Activities
.....Skillsoft Course

Salesforce Lightning: Contact Management &
Communication
.....Skillsoft Course

Salesforce Lightning: Managing Sales Data
.....Skillsoft Course

■ Salesforce Chatter

Salesforce Chatter: Sign-in & Profile Tools
.....Skillsoft Course

Salesforce Chatter: Status Updates
.....Skillsoft Course

Salesforce Chatter: Sharing Information
.....Skillsoft Course

Salesforce Chatter: Communicating with Other Users
.....Skillsoft Course

■ Salesforce Chatter for Lightning

Salesforce Chatter for Lightning: Sign-in & Profile Tools
.....Skillsoft Course

DESKTOP SKILLS COURSEWARE

Salesforce Chatter for Lightning: Status Updates	Skillssoft Course
Salesforce Chatter for Lightning: Sharing Information	Skillssoft Course

■ Slack 2016

Slack 2016: Signing in & Setting Up	Skillssoft Course
Slack 2016: Using Channels	Skillssoft Course
Slack 2016: Private Messaging & Communication Tools	Skillssoft Course
Slack 2016: Creating, Finding, & Sharing Information	Skillssoft Course
Slack 2016: Configuring Slack	Skillssoft Course
Slack 2016: Using the iOS App	Skillssoft Course

■ Prezi Classic

Prezi Classic: Sign-in & Setup	Skillssoft Course
Prezi Classic: Building Presentations	Skillssoft Course
Prezi Classic: Saving & Managing Presentations	Skillssoft Course
Prezi Classic: Formatting Presentations	Skillssoft Course
Prezi Classic: Preparing & Delivering Slideshows	Skillssoft Course

■ Scoop.it for Web

Scoop.it for Web: Sign-in & Setup	Skillssoft Course
Scoop.it for Web: Finding & Curating Topics	Skillssoft Course
Scoop.it for Web: Creating & Using Scoops	Skillssoft Course

■ Trello

Trello: Sign-in & Setup	Skillssoft Course
Trello: Creating Teams & Boards	Skillssoft Course
Trello: Managing Cards	Skillssoft Course
Trello: Finding & Sharing Information	Skillssoft Course

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QUICKBOOKS

■ QuickBooks Pro 2017 Fundamentals

Getting Started with QuickBooks Pro 2017	Skillssoft Course
Interface and Company Settings	Skillssoft Course
Vendors, Bills, Customers, and Income	Skillssoft Course
Employees, Banking, and Reports	Skillssoft Course

DESKTOP COMPUTER SKILLS

MAC OS SIERRA PRODUCTIVITY TOOLS

■ Mac Contacts for Sierra

Mac Contacts for Sierra: Using the Contacts App	Skillssoft Course
Mac Contacts for Sierra: Adding & Organizing Contacts	Skillssoft Course
Mac Contacts for Sierra: Sharing & Using Contact Details	Skillssoft Course

■ Mac Mail for Sierra

Mac Mail for Sierra: Opening & Setting Up the Client	Skillssoft Course
Mac Mail for Sierra: Sending & Receiving Emails	Skillssoft Course
Mac Mail for Sierra: Formatting Emails	Skillssoft Course
Mac Mail for Sierra: Organizing your Emails	Skillssoft Course
Mac Mail for Sierra: Configuring the Account & Client Settings	Skillssoft Course

■ Mac Photos for Sierra

Mac Photos for Sierra: Getting Started	Skillssoft Course
Mac Photos for Sierra: Organizing Photos	Skillssoft Course

DESKTOP SKILLS COURSEWARE

Mac Photos for Sierra: Tagging & Editing Photos	Skillssoft Course
Mac Photos for Sierra: Sharing & Exporting Photos	Skillssoft Course

DESKTOP COMPUTER SKILLS

IBM FOR END USERS

■ IBM Connections Cloud

IBM Connections Cloud: Signing in & Managing Accounts	Skillssoft Course
IBM Connections Cloud: Adding & Organizing Contacts	Skillssoft Course
IBM Connections Cloud: Posting & Reacting to Status Updates	Skillssoft Course
IBM Connections Cloud: Using Meeting Tools	Skillssoft Course
IBM Connections Cloud: Creating, Importing, & Organizing Files	Skillssoft Course
IBM Connections Cloud: Using Communities	Skillssoft Course

■ IBM Notes 8.5

IBM Notes 8.5: Opening & Setting Up the Client	Skillssoft Course
IBM Notes 8.5: Sending & Receiving Emails	Skillssoft Course
IBM Notes 8.5: Formatting Emails	Skillssoft Course
IBM Notes 8.5: Organizing Emails	Skillssoft Course
IBM Notes 8.5: Contact Tools	Skillssoft Course
IBM Notes 8.5: Calendar Tools	Skillssoft Course
IBM Notes 8.5: Configuring the Client	Skillssoft Course

■ IBM Sametime Connect 9

IBM Sametime Connect 9: The Sametime Interface	Skillssoft Course
IBM Sametime Connect 9: Using the Chat Tools	Skillssoft Course
IBM Sametime Connect 9: Using the Contact Tools	Skillssoft Course

IBM Sametime Connect 9: Organizing & Hosting Meetings	Skillssoft Course
IBM Sametime Connect 9: Configuring Sametime Connect	Skillssoft Course

■ IBM Sametime Web Chat 9

IBM Sametime Web Chat 9: Sametime Configuration	Skillssoft Course
IBM Sametime Web Chat 9: Chatting & Calling	Skillssoft Course
IBM Sametime Web Chat 9: Organizing & Hosting Meetings	Skillssoft Course

■ IBM Verse 2016

IBM Verse 2016: Sending & Receiving Emails	Skillssoft Course
IBM Verse 2016: Formatting Emails	Skillssoft Course
IBM Verse 2016: Organizing Emails	Skillssoft Course
IBM Verse 2016: Contact & Chat Tools	Skillssoft Course
IBM Verse 2016: Calendar Tools	Skillssoft Course

■ IBM Notes 9

IBM Notes 9: Formatting Emails	Skillssoft Course
IBM Notes 9: Organizing Emails	Skillssoft Course
IBM Notes 9: Setting Up IBM Notes	Skillssoft Course
IBM Notes 9: Sending & Receiving Emails	Skillssoft Course
IBM Notes 9: Contact Tools	Skillssoft Course
IBM Notes 9: Calendar Tools	Skillssoft Course
IBM Notes 9: Configuration	Skillssoft Course

DESKTOP COMPUTER SKILLS

MENTORING ASSETS

■ Mentoring Assets

Mentoring 77-881 Word 2010	Skillsoft Mentoring Assets
Mentoring 77-882 Excel 2010	Skillsoft Mentoring Assets
Mentoring Using Word 2007	Skillsoft Mentoring Assets
Mentoring Using Excel 2007	Skillsoft Mentoring Assets
Mentoring 77-888 Excel 2010 Expert	Skillsoft Mentoring Assets
Mentoring 77-418 Word 2013	Skillsoft Mentoring Assets
Mentoring 77-420 Excel 2013	Skillsoft Mentoring Assets
Mentoring 77-427 Excel 2013 Expert Part One	Skillsoft Mentoring Assets
Mentoring 77-428 Excel 2013 Expert Part Two	Skillsoft Mentoring Assets
Mentoring 77-725 Word 2016: Core Document Creation, Collaboration, and Communication	Skillsoft Mentoring Assets
Mentoring 77-727 Excel 2016: Core Data Analysis, Manipulation, and Presentation	Skillsoft Mentoring Assets